

SENIOR EQUIPMENT MECHANIC

DEFINITION

To lead and participate in a variety of routine to difficult technical and mechanical work involving the repair and maintenance of the city's fleet; and to provide technical guidance in skilled mechanical automotive repair work.

DISTINGUISHING CHARACTERISTICS

This is the advanced journey or lead level class in the Equipment Mechanic series. Incumbents perform the full range of duties as assigned and receive only occasional instruction or assistance as new or unusual situations arise, and are fully aware of the operating procedures and policies of the work unit. Employees in this class are distinguished from the Equipment Mechanic class in that the Senior level provides technical and/or functional guidance over assigned staff

SUPERVISION RECEIVED AND EXERCISED

Receives direction from an assigned supervisor.

Exercises technical and/or functional guidance over assigned staff.

ESSENTIAL FUNCTIONS – Functions may include, but are not limited to, the following:

To lead and participate the maintenance and repair of gasoline, alternate fuel, and diesel-powered light and heavy equipment and vehicles including their component systems and computerized automotive systems; perform the most skilled or complex duties.

Assist in making mechanic work assignments and monitor work in progress as required by supervisor; provide technical assistance to staff and direct corrections and modification as appropriate.

Train and instruct new and less experienced employees in proper work methods, tools, equipment, and safety precautions; ensure safety of work sites by utilizing appropriate safety methods, equipment and devices

Assist the implementation City's preventive maintenance program and schedule vehicles for preventive maintenance as required by supervisor.

CITY OF CHULA VISTA  
Senior Equipment Mechanic

Provide technical assistance to staff; instruct and provide for training of staff in work methods, use of tools, and equipment and relevant safety precautions.

Read and interpret shop manuals, schematics blueprints, and specifications in performing work.

Overhauls, repairs and maintain vehicles, equipment engines, gearboxes, pumps, and their components fuel, electrical, hydraulic and power transmission systems.

Troubleshoot and diagnose operating problems; remove, overhaul, repair, replace and test assigned equipment.

Overhaul, repair, and adjust engines, transmissions, clutches, differentials, carburetors, generators and pumps; fits and adjusts bearings; installs axles.

Make minor repairs to radiators, fenders, and body areas.

Install and recondition electrical systems, spark plugs, distributors, condensers, points and rotors; tests and relines and adjusts brakes

Operate motor equipment in connection with repair and servicing.

Use and maintain a complete set of hand, power and shop tools and test equipment related to the work.

Fabricate replacement parts as necessary; operates a variety of vehicles and equipment in performing and testing assigned work;

Estimate parts and materials required for the work; requisitions or orders replacement parts as necessary.

Recommend contract work as required.

Observe safe work methods and utilizes safety equipment related to the work.

Provide technical assistance to other employees on difficult and complex problems.

May procure and track parts for central garage including maintaining adequate inventory and a parts manual library for parts acquisition as required by supervisor.

Input parts and labor information for specific vehicles and/or repair orders into computer.

Prepare and maintain a variety of logs, records and reports of work performed; completes forms as necessary; makes oral reports as necessary.

CITY OF CHULA VISTA  
Senior Equipment Mechanic

Assist in the development of specifications for new equipment; recommends modification and repairs to existing equipment;

Stay abreast of current technology in the mechanical field.

Respond to emergency situations in off-hours as required.

Keep work related records using a computer.

Operate City trucks and tractors with attachments safely.

Build and maintain positive working relationships with co-workers, other City employees and the public using principles of good customer services.

Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

Knowledge of:

Practices, techniques, materials, tools and equipment used in the diagnosis, repair and modification of a wide variety of mechanical equipment including automobiles, trucks, heavy equipment, and their component systems, including computer systems.

Preventive maintenance practices and techniques.

Shop mathematics.

Rigging principles and practices used in handling heavy objects.

Parts inventory methods and procedures for stocking a garage with automotive, truck, and mechanical parts.

Practices of assigning and reviewing the work of others.

Pertinent regulations, standards and guidelines related to area of assignment.

Safe work methods and safety regulations pertaining to the work, including the use of personal protective equipment.

Principles and practices of conflict resolution.

Computer equipment and software applications related to assignment.

English usage, spelling, grammar, and punctuation.

Ability to:

Perform skilled mechanical repair work.

Use automotive test equipment.

Read and interpret plans, maps, and specifications and manuals.

Train and instruct others in proper work methods and techniques.

Use and operate tools and equipment related to assignment, including personal protective equipment.

Keep work related records and prepare reports using a computer.

Operate City vehicles observing legal and defensive driving practices.

Follow oral instruction; read, interpret, follow and explain written instructions, construction sketches and equipment manuals.

Use initiative and sound independent judgment within established guidelines.

Communicate clearly and concisely, both orally and in writing.

Work overtime and off-hours shifts in emergency situations.

In the absence of a supervisor, assume responsibilities as needed.

Establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Two years of responsible journey level experience in mechanical and equipment maintenance including repairing light, medium and heavy diesel and gasoline powered vehicles and equipment.

Training:

Equivalent to the completion of the twelfth grade supplemented by specialized training in mechanical repair or a related field.

License or Certificate

Possession of a valid California Class B driver's license.

Certification as a Automotive Service Excellence (ASE) Certified Master Automotive Technician or Certified Master Medium/Heavy Truck Technician.

PHYSICAL DEMANDS

On a continuous basis, frequent walk, stand, sit, downward flexion of and side-to-side turning of neck; lifting tools weighing up to 25 lbs. and transporting for distances up to 300 feet. Occasional bending, stooping, squatting, reaching above and at shoulder height, kneeling, balancing above ground, pushing/pulling, twisting at waist, lifting objects up to 75 lbs above shoulder level, transporting objects weighing over 75 lbs. with assistance, and operating computer keyboard and handheld power tools.

WORKING ENVIRONMENT

Work is performed indoors and occasionally outdoors; in shop environment with fluorescent lighting and moderate noise level; when outdoors, is with exposure to a variety of weather conditions; tasks may require working in tightly enclosed spaces. Some exposure to hazardous materials and substances may occur in the course of work

4/03